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Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED], Services Branch

DATE: 11 March 1948

FROM : Transportation Division

SUBJECT: Monthly Report of Transportation Activities - February 1948

The following report covering activities of the Transportation Division during the month of February is submitted pursuant to your request.

1. Status of Personnel:

(a) T/O as of 1 February 1948 - 55 positions

(b) Total number actually on duty by sections

Office of the Chief 2

Shipping Section 3

Motor Pool 43

(c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeurs) 4

" " (Mechanics Helper) 1

" " (Truck Driver) 1

Recruitment requests are on file with the Personnel Branch for two (2) auto Mechanics, CPC-6 and for two Truck Drivers, one at \$1.12 and one at \$1.05 per hour.

During the month we lost three (3) of our \$1.12 hourly rate Truck Drivers through separation but were fortunate enough to hire three replacements on a temporary basis pending final clearance. We also lost the services of Mechanic's Helper, [REDACTED] but have an action pending on a qualified replacement for him.

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It was found impracticable to operate on night shift in the Motor Pool with three men therefore the schedule was rearranged and an additional driver was assigned and at the present time this is working out very well. It is expected that we will have Security Waivers on two of our applicants for chauffeurs positions and it is hoped that they will enter on duty very soon.

2. Truck Operations:

The following truck operations were performed during the month:

6 trips to New York

1 trip to Boston

161 Local hauls in and around Washington

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3. The following is a report of the activities of the [REDACTED] Garage and Que Bldg. Motor Pool:

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(a) [REDACTED] Garage		
Repair Jobs		26
Labor	\$291.00	
Parts	134.38	
Repair Jobs performed outside		8
Labor	275.70	
Parts	170.77	
Maintenance Work		
Cars Washed		45
Cars Lubricated		13
Other Service Jobs		141
Labor	\$294.00	
Parts	57.50	

(b) Que Building Motor Pool

- 538 Total trips made
- 28.3 Average number trips per day
- 4845 Total number miles operated
- 255 Average miles per day
- 9 Average miles per trip
- .45 Average time per trip

There were a few calls delayed but no requests for service were refused due to non-availability of drivers.

Forty three (43) passenger carrying vehicles operated for a total of 24,919 miles while eighteen (18) trucks operated 11,669 miles.

4. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Travel Orders Prepared	
(a) Civilian Orders	44
(b) Amendments	2
(c) Military Orders	5
(d) Trans. Requests	78
(e) Travel Orders Cancelled	3
Rail Reservations	29
Airline Reservations	14
Hotel Reservations	None
Fare Quotations	155
Persons Processed Overseas	None

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[REDACTED]
Chief, Transportation Division